

CHEVY CHASE VILLAGE
BOARD OF MANAGERS
SEPTEMBER 12, 2011 MEETING

STAFF REPORT

TO: BOARD OF MANAGERS
FROM: SHANA R. DAVIS-COOK, VILLAGE MANAGER 
DATE: 8/31/2011
SUBJECT: CONTRACT AUTHORIZATION REQUEST FOR PROFESSIONAL SERVICES
—PUBLIC WORKS RENOVATION

At the Board's Meeting on September 12, 2011, Board Liaison Richard Ruda will provide an update regarding the following projects related to the Public Works Department.

1. Construction of a free-standing equipment shelter in the Public Works yard to provide cover over the department's gas-powered equipment, to include salt and chemical spreaders and plows (for snow event operations).
2. Renovation of the department's open bay for conversion to an office and lounge space and renovation of the existing spaces for use as bath and locker rooms.

The Board approved in the FY2012 Budget a capital expenditure totaling \$69,000 for the Public Works Office and Storage Bay Renovation. Expenses were estimated as follows:

\$7,000 for Planning, Design & Supervision
\$2,000 for Site Improvements & Utilities
\$60,000 for Construction
\$69,000 TOTAL

In order to properly understand the overall cost for this project, it is necessary to have a "preliminary pricing package" prepared. This is a set of drawings, which further develop the concept plan drafted by Village resident and space designer Nancy Elliott, and determine what the varying aspects of the project are likely to cost. This will then allow for proper budgeting, planning and scheduling of this project.

Action Requested

Board action is requested to authorize the Village Manager to enter into a contract with *Studio CrowleyHall, PLLC* for professional services to perform preliminary design work for the renovation of the Public Works Department's offices, storage bay and facilities, in an amount not to exceed \$7,000.

Attachments
CIP Expenditure Detail Sheet
Proposal from *Studio CrowleyHall, PLLC*

Project Detail Sheet

Public Works Office and Storage Bay Renovation

Category
Department
Zone Location

Village Hall/Office
Public Works
3

Date Last Modified
Funding Source
Status

February 11, 2011
Tax-Based
Planning Stage

EST. EXPENDITURE SCHEDULE (dollars in thousands)

Cost Element	Total	Est. FY11	Total 6 Years	FY12	FY13	FY14	FY15	FY16	FY17	Beyond 6 Years
Planning, Design and Supervision	10	3	7	7	0	0	0	0	0	0
Land acquisition	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	2	0	2	2	0	0	0	0	0	0
Construction	100	0	100	60	40	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0
Total	112	3	109	69	40	0	0	0	0	0

EST. FUNDING SCHEDULE (dollars in thousands)

Tax-Based Revenues	112	3	109	69	40	0	0	0	0	0
Total	112	3	109	69	40	0	0	0	0	0

EST. OPERATING BUDGET IMPACT (dollars in thousands)

Labor/Maintenance			0	0	0	0	0	0	0
Materials/Equipment			0	0	0	0	0	0	0
Total			0	0	0	0	0	0	0

Description

This project will renovate the existing Public Works office and storage bays to provide a safe, clean, and comfortable work environment for the Public Works Department. Renovations would include the installation of a carport over the south end of the public works yard to provide cover to gas-powered equipment, conversion of bay 1 into three (3) separate spaces for a public works director office, locker room and lounge/cafeteria. The proposed work would also include the renovation of the existing public works bathroom to provide heating and air conditioning.

Estimated Schedule

The project is currently in the planning stages. In the current fiscal year an electrical and plumbing assessment as well as construction planning would need to be undertaken. Depending on funding availability construction could begin last fiscal year 2012 and overlap FY2013.

Cost Change

There have been no cost changes.

Justification

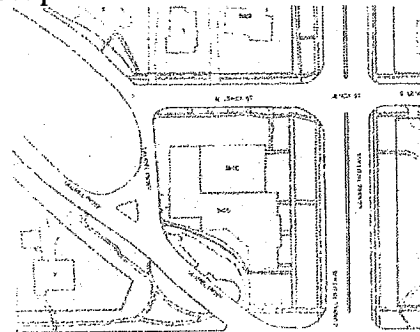
This project will renovate the existing Public Works office and storage bays to provide a safe, clean, and comfortable work environment for the Public Works Department.

Other Disclosures

None

Coordination
Board of Managers
Montgomery County
Historic Preservation Commission
Public Works Committee

Map



Studio:CrowleyHall, pllc

2017 Park Road, NW Washington DC 20010
p: (202)387-3003 f: (202)318-4317
www.studiocrowleyhall.com

Design. from the inside out.

proposal

22 August 2011

Shana Davis-Cook, Manager
Chevy Chase Village
5906 Connecticut Avenue
Chevy Chase, MD 20815

Proposal for Architectural Services / Chevy Chase Village Hall - Public Works Department

Dear Shana:

Thank you for contacting us regarding this project. We enjoyed meeting you, Jerry, and the board members, seeing the space, and talking about the ideas for the facility. The ideas you have for renovating make a lot of sense and should really improve the quality of the work environment. We hope we can help you weigh your design options, identify your priorities, and come up with a plan that best suits your needs.

We understand we will be starting from the Concept Design plan prepared by Nancy Elliott, dated 7/11 and that you will need recommendations for contractors, which we can provide. We understand you would like to address the items listed below:

I. RENOVATIONS

- A. Modifying the existing garage space so part is used for manager's office, part for a lounge, and the rest to remain as garage space.
- B. Modifying the existing rear area to contain locker room, laundry, restrooms with shower, and storage space.
- C. Bringing more natural light into all spaces to extent possible (while also maintaining privacy where appropriate).
- D. Replacing existing garage door at Office with new windows.
- E. Replacing existing garage door at Garage with new garage door, possibly with integral person door.
- F. Addressing water seepage issues in wall at southwest corner of Office to prevent on-going water damage.
- G. Addressing existing sump pump to prevent future water damage in Office.
- H. Adjusting and/or working around existing sewer pipes in rear space to extent possible to gain more usable space.
- I. Stabilizing structure and/or servicing hoist so building doesn't shake every times it's used.
- J. Providing more functional mop sink, possibly in combination with laundry sink.
- K. Providing emergency lighting, particularly for rear spaces (this will be required by building codes).
- L. Providing taller toilets and sinks.
- M. Replacing existing heating/cooling systems, possibly with new mini-split systems or by connecting to existing boiler and adding conventional ducted air-conditioning system.
- N. Improving ventilation throughout, particularly at Garage.
- O. Helping clients select durable, cost-effective finishes and furniture (use concrete block at lower portion of wall between garage and Lounge/Office).
- P. Adding insulation in ceilings to provide sound and air infiltration between lower and upper floors.

SCOPE OF WORK

We recommend approaching the project as outlined below:

PHASE I

I. Pre-Design

- A. Initial Meeting - we will meet with you to discuss your ideas for the project and take a look at the existing conditions. (completed 8/22/11)



- B. Measurements - we will confirm the critical measurements needed to create drawings of the areas to be affected. We will also check the existing construction for any **visible** conflicts with the proposed work (note: we are not responsible for hidden conditions that cannot be visually observed prior to construction).
 - C. As-Built Drawings - we will create dimensioned digital base drawings of the existing conditions.
- II. Conceptual Design
- A. Drawings - using Nancy Elliott's drawings as a base, we will update the proposed design with the revisions we discussed at our initial meeting (eg. removing door from Landing into Laundry, adding glass into rear rooms, adjusting garage door to include person door, etc.).
 - B. Review Meeting - we will meet with you to review the revisions. *(This proposal assumes one meeting, additional meetings will be extra.)*
 - C. Revisions - based on the comments from our meeting(s), we will revise the drawings to reflect your feedback. *(This proposal assumes one round of revisions, additional revisions will be extra.)*
 - D. Drawings for Pricing - we will further develop the Conceptual Design drawings so they may be used for obtaining budget prices from the contractors.
- III. Contractor Selection/Preliminary Pricing
- A. Contractor Selection - we will help you identify contractors with whom you might like to work and help coordinate obtaining pricing for your project.
 - B. Pricing - with the Pricing Drawings we have prepared, we will provide appropriate documents to up to three (3) contractors so they may provide pricing for your project. We will also coordinate and answer any questions they may have when pricing.
- IV. Scope Confirmation for Phase II
- A. Scope Confirmation - based on the preliminary pricing feedback of the various design options, we will work with you to determine what portion of the work you'd like to accomplish in Phase II.

PHASE II

- I. Permit/Construction Documents
- A. Permit/Construction Documents - we will provide detailed information as needed for permitting, bidding and construction for the scope of work described above. For a project of your scope, this typically includes, but is not limited to:
 - 1. Demolition Plans
 - 2. Proposed Plans
 - 3. Structural Plans (n/a)
 - 4. Exterior Elevations (n/a)
 - 5. Electrical Plans
 - 6. Mechanical Plans
 - 7. Plumbing Riser Diagram
 - 8. Outline Specifications
 - B. **Please note: if we are retained to prepare Permit/Bid/Construction Documents, we require that we be involved during construction (Construction Administration) to the extent required for the complexity of the project.**
- II. Agency Reviews/Permit Submittal
- A. Building Permit Submittal - we will prepare and submit drawings for review by Montgomery County. We will also provide up to two (2) hours of responses to reviewer questions and comments on the original submittal.
 - B. Please note our work **does not include the permit fees or time associated with obtaining the permit (beyond what is described above)**. We will explain to you the options for how to obtain a building permit and will coordinate this as necessary.
 - C. **Please note: any other meetings or revisions required by governmental review agencies shall be provided to you as Additional Services and billed to you on an hourly basis.**
- III. Construction Administration
- A. Construction Administration - during construction, we will provide technical and design support for the general contractor, as well as visit the site and meet with you and the contractor to discuss the progress, review the construction, and answer any questions.
- IV. Additional Services
- A. Additional services not included in our fee or scope of work, unless specifically described in the body of the agreement, include the following:

1. built-in cabinet design;
2. preparation of alternate proposals, opinions of probable construction costs, value engineering, and feasibility studies;
3. inspection or testing of construction work or materials;
4. serving as an expert witness;
5. providing services not customarily furnished by architects;
6. additional analysis, design, detailing, or drafting of previously completed work caused by changes that affect changes in design;
7. preparation of designs for submission for independent peer review, for government agency review, or for other outside review;
8. any services required after completion of the contract documents including, but not limited to, resolution of field problems due to contractor error or unforeseen existing site conditions, redesign to suit contractor's or fabricator's preferences; and Client-initiated changes, review of material test reports, shop drawings or other documentation for substitution of design elements other than those specified in the contract documents.

ARCHITECTURAL FEES

I. Phase I Fees

- A. We will work hourly against the estimated total fee shown below. **Note that this amount is an estimate for planning purposes only; you will be billed only for the actual time spent.** We will notify you immediately and negotiate accordingly if it appears we need fees beyond this amount. We bill on a monthly basis for time spent in the preceding month.

- B. Estimated Fee:

PHASE I..... \$5,440
MEP ENGINEERING CONSULTATION..... ± \$600-900

I. Phase II Fees

- A. Phase II services are for a fixed fee based on the scope of work described herein. We bill a percentage of completion on a monthly basis.

- B. Fixed Fee:

PHASE III..... \$TBD*

*Once the actual scope of work is better defined (at the end of the Phases I and II), we will update our proposal to reflect fees for Phases II and III.

C.

V. Additional Services

- A. Additional services will be provided on an hourly fee basis.

REIMBURSABLES

We charge cost for standard reimbursables including permit processing, printing, mileage, photos, faxes and other direct expenses associated with your project.

We anticipate a Mechanical/Electrical/Plumbing engineering consultant will be needed on your project. We will solicit a proposal for Phase II work and review it with you prior to signing. The consultant will contract directly with Studio CrowleyHall, PLLC and will be billed to you at cost. This cost will be in addition to our fee for architectural services.

SCHEDULE

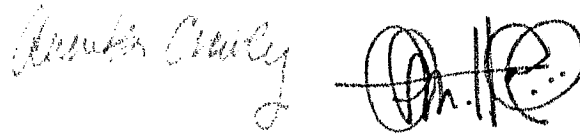
We can get started upon receipt of the signed proposal and retainer check. Please note that we have no control over the contractor's construction schedule nor the speed of the permitting process once the drawings are submitted for review.

TO PROCEED

We require a retainer in the amount of \$1,000 to proceed. Please sign as indicated below and fax or mail back to confirm acceptance of this proposal. Our fax number is (202) 318 - 4317.

Thank you for the opportunity to work on this project. If you have any questions about this proposal, please feel free to contact us.

Sincerely,



Anne B. Crowley & Michael Wm. Hall
Studio CrowleyHall, PLLC

Note: Our Standard Terms and Conditions of Services, dated 5/31/11, is integrated herein as part of this proposal (please note that this also needs to be signed!).

ACCEPTANCE

I/We in consideration of the terms and conditions of this proposal, do hereby accept this Proposal and the attached Standard Terms and Conditions of Services as our complete agreement.

Accepted By: _____ (signature)

Printed Name: _____

Date: _____

End Proposal

(prepared by Anne B. Crowley w/ Studio CrowleyHall, PLLC)
